**How to write a letter of application**

The letter of application is the most important thing of your application, because this is your way to express your interest for the company you are applying for.

 The letter of application should be written in modern business English :

It should not be too long because it could bore the reader, it also should not be too short because you could miss to mention some important information and the reader could think that you are not really interested in this job. You should use polite language and no short forms e.g. ‘’I’m’’ instead of ‘’I am’’.

Structure :

* Your address (no name)
* Date (month in full e.g. 21 March 2017)
* Address the letter with a name or title ( inside address)
* Salutation
* Subject line (after salutation)
* Body of the letter (always starts with a capital letter)
* Complimentary close (Yours sincerely)
* Own name in print
* Signature
* Enclosures (e.g. CV, certificates)

Content :

* Tell how you found the company’s address
* Introduce yourself (training, qualifications)
* Write a strong, declarative statement that informs your reader that you are excited to be applying
* Personal skills, strengths, weaknesses
* Plans for the future
* Reasons why the company should choose you to work for them
* Don’t assume you will get the job. Avoid terms that imply you are already working for the company like “When you hire me, I will do these things”.

 *Quellen*

Internet address : wikihow.com/Write-a-letter-of-application-for-a-job

YouTube : How to write a letter of application

Buch : Die perfekte Bewerbungsmappe auf Englisch, Anschreiben,Lebenslauf und Bewerbung. (Klaus Schürmann 17,95€)

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